



A-15 - Incident reporting workflow and templates

Procedure and templates

Sample: content redacted beyond Purpose and scope.



1. Document control

[REDACTED SAMPLE CONTENT]

1.1. Change log

[REDACTED SAMPLE CONTENT]



2. Purpose and scope

This procedure defines the workflow and templates for incident reporting to competent authorities and, where required, customer communications.

Requires qualified legal or regulatory review for final interpretation of reporting obligations and sector-specific criteria.

2.1. Scope

Triggered when an incident is classified as significant under A-14.

Covers: early warning, incident notification, intermediate reporting (if requested), and final report.

Remaining sections are redacted in this shareable sample.



3. Roles and responsibilities

[REDACTED SAMPLE CONTENT]

3.1. Regulatory Liaison (Owner)

[REDACTED SAMPLE CONTENT]

3.2. Incident Commander

[REDACTED SAMPLE CONTENT]

3.3. Communications Lead

[REDACTED SAMPLE CONTENT]

3.4. Management Body Representative

[REDACTED SAMPLE CONTENT]



4. Policy or procedure statements

[REDACTED SAMPLE CONTENT]



5. Operating steps / controls

[REDACTED SAMPLE CONTENT]

5.1. Start the workflow

[REDACTED SAMPLE CONTENT]

5.2. Prepare and submit reports

[REDACTED SAMPLE CONTENT]

5.3. Customer communications (if applicable)

[REDACTED SAMPLE CONTENT]

5.4. Submission channel (Denmark)

[REDACTED SAMPLE CONTENT]



6. Evidence and record keeping

[REDACTED SAMPLE CONTENT]

6.1. Evidence expectations

[REDACTED SAMPLE CONTENT]

6.2. Records to retain

[REDACTED SAMPLE CONTENT]



7. Exceptions and escalation

[REDACTED SAMPLE CONTENT]

7.1. Exceptions

[REDACTED SAMPLE CONTENT]

7.2. Escalation path

[REDACTED SAMPLE CONTENT]



8. References

[REDACTED SAMPLE CONTENT]



9. Attachments (included in pack)

[REDACTED SAMPLE CONTENT]